

RESTRICTED

31 October 1946

MEMORANDUM FOR: ASSISTANT DIRECTOR FOR OPERATIONS
ASSISTANT [REDACTED]
ASSISTANT DIRECTOR FOR RESEARCH AND EVALUATION
ASSISTANT DIRECTOR FOR COLLECTION AND
DISSEMINATION
CHIEF, INTERDEPARTMENTAL COORDINATING AND
PLANNING STAFF
CHIEF, ADVISORY COUNCIL
✓ SECRETARY, NIA

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SUBJECT: Procurement of Manuals, Documents, Etc., Not Containing
Intelligence or Intelligence Information

The Office of Collection and Dissemination has advised that, among the requests it receives for intelligence and intelligence information, it occasionally receives requests for the procurement of administrative items such as manuals or documents not containing intelligence or intelligence information.

It is the function of the Personnel and Administrative Branch to obtain material for which reimbursement will be required by the department from which it is to be procured. In case such material is purely administrative and does not contain intelligence or intelligence information, it will ordinarily be simplest for the office desiring it to make its request directly to the Personnel and Administrative Branch. In all cases where the material to be procured includes intelligence or intelligence information, the request should be submitted directly to the Requirements Branch of [REDACTED] (Room 2266, telephone WD Ext. 76684). If a matter of reimbursement is involved, [REDACTED] will then make necessary arrangements through Personnel and Administrative Branch.

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Since the foregoing is not uniformly understood among all personnel, it is suggested that you circulate this memorandum to personnel under your jurisdiction in order that they may be informed regarding these matters.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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